

## Course Specifications

### Microsoft Excel 2003 Module I

**Course number:**

**Course length:** 1 day

### Prerequisites

This course assumes a basic knowledge of the Microsoft Windows operating environment and the fundamental skills validated by the Internet and Computing Core Certification (IC3).

### Registration:

**CAD & Facilities Services, Inc.**  
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## Microsoft Excel 2003 Module I

This course provides competency in creating workbooks, modifying worksheets, formatting worksheets and printing worksheets. This course also provides competency in creating and editing formulas, working with basic functions and the Function Wizard, applying text attributes and other formatting characteristics, creating workbooks from templates, using styles, adding worksheet backgrounds, applying AutoFormats, and finding and replacing data.

### Topics

#### Introduction to Excel

- Overview of Workbooks and Worksheets
- Starting Excel
- Navigating Worksheets
- Selecting Ranges
- Using Toolbars and Menus
- Quitting Excel
- Case Study

#### Creating Workbooks

- About Workbooks
- Opening New Workbooks
- Entering Data
- Editing Data
- Saving and Closing New Workbooks
- Case Study

#### Modifying Worksheets

- Introduction to Modifying Worksheets
- Opening Existing Workbooks
- Copying Worksheet Data
- Moving Worksheet Data
- Deleting Worksheet Data
- Saving Existing Workbooks

#### Formatting Worksheets

- Introduction to Formatting Worksheets
- Inserting and Deleting Cells
- Inserting and Deleting Rows and Columns
- Adjusting Column Widths and Row Heights
- Hiding and Unhiding Rows and Columns
- Applying Numeric Formats
- Aligning Cell Data
- Case Study

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### Printing Worksheets

- Introduction to Printing Worksheets
- Checking Spelling
- Previewing Worksheets
- Previewing Page Breaks
- Printing Worksheets

### Working with Formulas

- About Formulas
- Creating Formulas
- Editing Formulas
- Using Cell References

### Working with Basic Functions

- About Functions
- Using the AutoSum Feature
- Using the AVERAGE Function
- Using the MAX Function
- Using the MIN Function
- Using the Function Wizard
- Using the AutoCalculate Feature

### Enhancing Worksheets

- Introduction to Enhancing Worksheets
- Changing Fonts and Text Attributes
- Merging and Splitting Cells
- Rotating Text in Cells
- Indenting Text in Cells
- Adding and Modifying Borders
- Adding Background Shading
- Working with Graphics
- Working with Diagrams

### Using Templates, Styles, Worksheet Backgrounds and AutoFormats

- About Templates, Styles, Worksheet Backgrounds and AutoFormats
- Creating Workbooks from Templates
- Using Styles
- Adding Worksheet Backgrounds
- Applying AutoFormats

### Finding and Replacing Data

- Introduction to Finding and Replacing Data
- Finding and Opening Existing Workbooks
- Finding and Replacing Text
- Finding and Replacing Numeric Data
- Finding and Replacing Cell Formats
- Using the Research Tool